

Notice No.: 97-008

Date: December 12, 1997

Applies to: All TRS Employers

Subject: Processing TRS Plan 3 Member Information

Critical TRS Plan 3 Processing Information

This Notice contains critical information employers **must** follow when processing information for Teachers' Retirement System (TRS) Plan 3 members. In TRS Plan 3, the member's contributions fund the member's defined contribution account. Unlike the TRS Plan 2 defined benefit program, late or inaccurate reporting of either TRS Plan 3 transfer information or the TRS Plan 3 member contributions will result in a loss of member earnings and the member will not have access to funds to which he or she is entitled. It is imperative the TRS Plan 3 transfer information and contributions are reported to the Department of Retirement Systems (DRS) promptly and accurately. All rejected information must be resubmitted to DRS immediately.

A delay in reporting accurate transfer and member contribution information will result in the members receiving inaccurate earnings from their investment funds. It could also result in assessments to the employers for delayed or inaccurate reporting. DRS will not reimburse members for lost earnings caused by delayed reporting. If a member contacts DRS, they will be advised to contact their employer to identify the lost earnings.

It is possible that an employer will be held liable by a court of law to pay members for any lost earnings that result from the employer's failure to report correctly. In some circumstances, the employer may need to work directly with the defined contribution record-keeper, ICMA Retirement Corporation (RC), to identify the lost earnings on a member's defined contribution account. Please contact the DRS Employer Support Services Unit at (360) 753-8696 for additional information.

How to Identify Inaccurately Reported TRS Plan 3 Information

DRS Transmittal Edit Message Reports are designed to notify you of all transmittal reporting discrepancies, including rejected data. The attached sample edit reports display some critical error messages you will receive if you have reported inaccurate TRS Plan 3 member information. Do not ignore the edit reports and accompanying summary page. Please review these reports immediately and *correctly resubmit any rejected transactions as soon as possible*. Again, a delay in processing the rejected information will result in members losing accurate earnings from their member defined contribution funds.

The DRS Employer Support Services Unit is available to help you with reporting questions. Please contact them at (360) 753-8696 for assistance.

John Charles
Director

1997 DRS Notices

For a copy of a Notice, call (360) 586-4515.

Notice No.	Applies to/ Subject matter
97-001	All Employers Summary of 1997 Legislation.
97-002	All Employers New Reporting Procedures When Hiring Retirees
97-003	All Employers Contribution Rate Changes
97-004	All LEOFF Employers New Sections to WAC 415-104/Basic Salary for LEOFF Members
97-005	All Higher Education Employers Multiple PERS Employment
97-006	TRS Plan 3 Employers Processing the 40 Percent Transfer Payment
97-007	All Higher Education Employers Multiple PERS Employment
97-008	All TRS Employers Processing TRS Plan 3 Member Information

PROGRAM : P33ER124
Run Date : 10/09/97

Washington State Department of Retirement Systems
TRANSMITTAL EDIT MESSAGES

Page No: 1
Reporting Period: 09/97
Version: R01

Reporting Group (Dept.) : 500000 ANY SCHOOL DISTRICT System: T Plan: 3

999-99-9999

Doe, Jane

Member Profile: Name Change: Y Last: EDWARDS Gender: F Birthdate: 00000000
First: LINDA Middle: Ext: Title: Suffix:
Address Change: Y Line 1: 1342 FIRST AVE
Line 2: Line 3:
City: SEATTLE State: WA Zip: 98501 Zip ext: 4235

Rejected: An invalid Birth Date was reported. A valid Birth Date must be reported. Please resubmit the necessary information via the Regular Transmittal Report.

Employment Info: Type Cd: 71 Employment Dates - Start: 19970922 End: 00000000
Leave - Start: 00000000 End: 00000000 Control No: Org No:

Rejected: Wrong Plan was reported for this member. Please call the Enrollment Unit if necessary.
After determining the correct Plan, resubmit the necessary information in the correct Plan.

Defined Benefit: Earn Per: 199708 Compen: 60.00 Mbr Contr: .00 Emplr Contr: 7.45
Status: A Type Code: 71 Hours: .0 Days: .0

Rejected: Wrong Plan was reported for this member. Please call the Enrollment Unit if necessary.
After determining the correct Plan, resubmit the necessary information in the correct Plan.

Defined Benefit: Earn Per: 199709 Compen: 2853.67 Mbr Contr: .00 Emplr Contr: 340.44
Status: A Type Code: 71 Hours: 140.0 Days: .0

Rejected: Wrong Plan was reported for this member. Please call the Enrollment Unit if necessary.
After determining the correct Plan, resubmit the necessary information in the correct Plan.

Defined Contrib: Defined Contr: 145.68 Tax Status: Invest Manager: SELF Rate Option: A

Rejected: The member must belong to TRS Plan 3 in order to report a Defined Contribution Record.
Call (360) 753-8696 in you have any questions.

Plan 3 Transfer: Transfer Date: 19970913

Rejected: The reported member is not eligible to transfer to TRS Plan 3. Call the Enrollment Unit if you have any questions.

PROGRAM : P33ER124
Run Date : 10/09/97

Washington State Department of Retirement Systems
TRANSMITTAL RECONCILIATION INFORMATION

Page No: 1
Reporting Period: 09/97
Version: R01

Reporting Group (Dept.) : 500000 ANY SCHOOL DISTRICT System: T Plan: 3

=====	Total Reported by Employer	Recalculated/ Adjusted by DRS	Rejected by DRS	Processed by DRS	
TRS PLAN 1					
=====					
Compensation	932,591.35	.00	.00	932,591.35	
	= = = =	= = = =	= = = =	= = = =	Net
Contributions					Difference
Member	55,955.48	.00	.00	55,955.48	.00
Employer	111,258.15	.00	.00	111,258.15	.00
	- - - - -	+ - - - -	+ - - - -	= - - - -	- - - - -
Total	167,213.63	.00	.00	167,213.63	.00
					=====

=====	Total Reported by Employer	Recalculated/ Adjusted by DRS	Rejected by DRS	Processed by DRS	
TRS PLAN 2					
=====					
Compensation	1,284,036.01	.00	.00	1,284,036.01	
	= = = =	= = = =	= = = =	= = = =	Net
Contributions					Difference
Member	77,427.37	.00	.00	77,427.37	.00
Employer	153,185.49	.00	.00	153,185.49	.00
	- - - - -	+ - - - -	+ - - - -	= - - - -	- - - - -
Total	230,612.86	.00	.00	230,612.86	.00
					=====

=====	Total Reported by Employer	Recalculated/ Adjusted by DRS	Rejected by DRS	Processed by DRS	
TRS PLAN 3					
=====					
Compensation	103,006.27	.00	2913.67	100,092.60	
	= = = =	= = = =	= = = =	= = = =	Net
Contributions					Difference
Member	6,117.43	.00	145.68	5,971.75	145.68
Employer	12,288.65	.00	347.60	11,941.05	347.60
	- - - - -	+ - - - -	+ - - - -	= - - - -	- - - - -
Total	18,406.08	.00	493.28	17,912.80	493.28 *
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NOTE:

On your DRS Accounts Receivable statement, the Contribution Transmittal (CT) or transmittal Correction (TC) item with invoice reference number 97/09 will be larger/smaller by this amount. Please take the necessary steps to reconcile your account with DRS. Call your Account Manager if you have any questions.